



**DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS**  
**District of Columbia Government**  
**Corporations Division**

**Name Registration & Renewal Form GN-4, Version 2, August 2013.**

Use this form to reserve the foreign filing entity name that is not qualified to conduct business in the District. This form can also be used to renew the name registration. Name registration is valid for 1 year from the date of registration or the date of renewal. Name registration can be renewed for successive one-year periods from the date of original registration.

**ENTITY TYPE**

Foreign Filing Entity

**FILING FEE**

Refer to Corporate Fee Schedule posted online;

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act), the foreign filing entity not registered to do business in the District hereby applies for a Certificate of Name Registration or Renewal and for that purpose submits the statement below.**

1. Foreign Filing Entity name.

2. Entity's Principal Address.

3. Entity's State of Formation.

3A. Entity's Date of Formation.

4. Proposed Name. (shall be the same as item 1 unless alternate name is being used if true name is not distinguishable)

5. Select one of the following:

☐ Initial Registration

☐ Registration Renewal

**Registration Renewal Only: Answer 6A-6B.**

6A. Date of Initial Registration.

6B. Initial Registration File Number.

If you sign this form you agree that anyone who makes a false statement can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405;

7. Name of the Governor or Authorized Person.

7A. Signature of the Governor or Authorized Person.

**Mail all forms and required payment to:**

Department of Consumer and Regulatory Affairs  
Corporations Division  
PO Box 92300  
Washington, DC 20090  
Phone: (202) 442-4400

**Corporate Online Services Information:**

Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at <https://corp.dcr.dg.gov>, create the profile, access the online services main page and proceed. Online filers must pay by using the credit card.

Please check [dcr.dg.gov](https://dcr.dg.gov) to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."